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| --- | --- | --- | --- | --- | --- |
| Weekly Log | | Student Name |  | School Location |  |
| Semester |  | Mentoring Librarian |  | School Address |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WEEK OF:** | **MoSTEP Performance Indicators for librarian roles (1.5.1.1-1.5.4.3)**  [**http://www.dese.mo.gov/schoollaw/rulesregs/documents/MoSTEP\_10-06.pdf**](http://www.dese.mo.gov/schoollaw/rulesregs/documents/MoSTEP_10-06.pdf) | **School-related, non-library observations and participation** | **Time devoted to activity** | **Roles of the school librarian undertaken by the practicum student (List by code with a very brief notation of the activity.)** | **Time devoted to activity** | **Roles of school librarians observed by the practicum student (List by code with a very brief notation of the activity.)** | **Time devoted to activity** |
| **MONDAY** |  |  |  |  |  |  |  |
| **TUESDAY** |  |  |  |  |  |  |  |
| **WEDNESDAY** |  |  |  |  |  |  |  |
| **THURSDAY** |  |  |  |  |  |  |  |
| **FRIDAY** |  |  |  |  |  |  |  |
| **TOTAL HOURS** | | |  | **TOTAL HOURS** |  | **TOTAL HOURS** |  |

**Roles of the School Librarian**

**Leader**

L1. Active member of the global learning community: blogs, journals, wikis, nings, LM\_NET etc.

L2. Plan and carry out professional development

L3. Build relationships with organizations and educational stakeholders

L4. Stay abreast of national trends

L5. Make recommendations for short- and long-range plans

L6. Examine accreditation reports/self study and/or visitation reports

L7. Other

**Instructional Partner**

IP1. Design teaching unit

IP2. Integrate information literacy skills

IP3. Prepare bibliographies, webliographies, pathfinders

IP4. Retrieve, assemble and organize enrichment materials

IP5. Provide current awareness services

IP6 Design and producer instructional materials

IP7. Design and implement in-service activities

IP8. Attend faculty meetings

IP9. Attend district meetings

IP10. Collaborate with book talks, podcasts, Web site development

IP11. Other

**Information Specialist**

IS1. Use technology tools to supplement school resources

IS2. Create engaging learning tasks

IS3. Connect the school with the global learning community

IS4. Communicate with students and teachers during and outside the school day

IS5. Provide 24/7 access to library services

IS6. Introduce and model emerging technology

IS7. Model and teach strategies for finding, assessing and using information

IS8. Model and teach ethical and fair use of information

IS9. Other

**Teacher**

T1. Provide reference services

T2. Guide students with reading/listening/viewing

T3. Teach research skills

T4. Involve students in reading motivational activities

T5. Help students produce their own information

T6. Guidance for reading for understanding, breath, and pleasure

T7. Advocate for reading for pleasure

T8. Advocate for reading in all formats

T9. Other

**Program Administrator**

PA1. Create reports

PA2. Work with the procedures for development and review of library media budget,

PA3. Prepare purchase orders and process invoices

PA4. Use statistics/documented observations to justify needs

PA5. Evaluate the current collection using established criteria

PA6. Protect confidentiality of borrowers

PA7. Compile information for monthly and/or annual reports

PA8. Identify materials for rebinding and repair

PA9. Submit articles to student/school newspaper

PA10. Study the student and teacher handbooks

PA11. Organize special activity: National Book Week, Children’s Literature Festival, etc.

PA12. Discuss and assist in preparation for inventory

PA13. Check in periodical material

PA14. Work with and assist volunteer/clerical/student staff

PA15. Selection materials to support the collection

PA16. Collection evaluation/mapping

PA17. Weed the collection

PA18. Process new materials

PA19. Minor repair and cleaning of equipment

PA20. Enter information into the online catalog

PA21. Observe and discuss vendor’s visits

PA22. Other